

MATAWA FIRST NATIONS MANAGEMENT



Job Description

FINANCE CONTROLLER

PURPOSE OF THE POSITION

The Finance Controller (“FC”) is responsible for maintaining financial, accounting, administrative and personnel services in order to meet accountability and legal requirements and support Matawa First Nations Management (“Matawa”) operations.

SCOPE

The Finance Controller is accountable to and reports to the Manager Finance & Administration (“MFA”) and is responsible for preparing and providing financial accounting support services to all departments, projects and other corporations of Matawa First Nations Management.

The Finance Controller will assist the MFA with the following:

Direction and oversight of the financial management and control systems utilized by Matawa First Nations Management to ensure their effectiveness and efficiency.

Direction and oversight of the general administration of the organization including reception.

Assist the MFA with the I/T requirements and implementation of policies as approved by the Board of Directors.

Management of the head office located in Ginoogaming First Nation.

This position will require liaison with Chief Executive Officer, Matawa and First Nations Managers, Federal and Provincial Governments and auditors, accounting staff and program staff.

The Finance Controller provides senior level support to the CEO MFA, and Program Managers and provides supervisory backup coverage as needed.

RESPONSIBILITIES

Under the direction of the MFA, the Finance Controller will:

1. Provide direction, support, assistance, leadership and supervision to finance, administration and I/T staff;
2. Assist Program Managers with the preparation of core, program and project budgets;
3. Assist CEO, MFA and program managers with review, approval and administration of funding agreements;
4. Maintain filing system for funding agreements (revenue);

5. Ensure the administration of the reception, general office and IT requirements for the organization are met;
6. Prepare financial statements in an accurate and timely manner (i.e. monthly for Program Managers; quarterly for Board of Directors; annual consolidations for audit purposes and other reports as may be needed from time to time by management and funders);
7. Maintain the General Ledger with organized journal and reconciliation files which document errors and adjusting entries for audit;
8. Recommend additions and/or revisions to the financial policies and procedures on an annual basis and/or as required;
9. Authorize payments of \$5,000.00 or less;
10. Prepare, review and verify the accuracy of monthly bank deposit slips, bank reconciliations, trial balances, control and clearing account reconciliations (e.g. A/P, A/R, Intercompany) on a monthly basis;
11. Review and sign EFT batches, cheque batches and cheques prepared by Finance Officers. Identify and query irregular activity, amounts or coding;
12. Monitor on-line banking on a daily basis; prepare and circulate direct deposit, service charge and other electronic transaction information to Finance Officer for posting;
13. Maintain capital assets and amortization records;
14. Provide financial & accounting services and information to all departments, Program Managers and the Board of Directors;
15. Assist in the financial management & budget control for all areas of Matawa by maintaining the bookkeeping & management systems of the Matawa organizations; reviewing the monthly financial statements with the Chief Executive Officer and Program Managers; reporting the financial status of the organizations to the Board of Directors;
16. Prepare audit-ready annual financial statements and working papers;
17. Provide information and recommendations with respect to decisions to be made regarding budget preparations & revisions, strategic and financial planning;
18. Perform other duties and functions as may be assigned from time to time by the Chief Executive Officer and Manager Finance & Administration.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ Professional Accountant (CPA CA, CPA CMA, CPA CGA or equivalent) with at least five years' experience managing a budget of \$3 million+;
- ✓ Experience with Sage 300 and Sage 50 preferred;
- ✓ Knowledge of First Nations governments, culture and traditions.

Skills

The incumbent must demonstrate the following skills:

- ✓ Proven ability to craft various styles of financial statements suitable for audit, program management, senior management, funders and governing bodies;
- ✓ Experience directing and training accounting and administrative staff;
- ✓ Computer skills including the ability to operate computerized accounting, spreadsheet, email and word processing programs at a highly proficient level;
- ✓ Excellent oral and written communication skills;
- ✓ Ability to work with minimal supervision;
- ✓ Strong leadership skills;
- ✓ Ability to speak and understand Ojibway/Cree is an asset.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Finance Controller. The incumbent must also demonstrate the following personal attributes:

- ✓ Maintain standards of conduct;
- ✓ Be respectful;
- ✓ Be flexible;
- ✓ Demonstrate a dedication to the position, the organization and the member First Nations;
- ✓ Demonstrate sound work ethics;
- ✓ Be consistent and fair.

WORKING CONDITIONS

Physical Demands

The Finance Controller may have to travel to remote and road access communities as required. He/She may have to lift, carry and manage equipment and supplies. He/She may have to work odd or long hours at a time to complete special requests or projects. The Finance Controller may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa office is a fast paced facility. The Finance Controller may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of Managers, member First Nation leaders and members. The Finance Controller may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The office may be noisy and busy making it difficult for the Finance Controller to concentrate.

Mental Demands

The Finance Controller will have to manage a number of requests and projects at one time. He/She must be aware of all Matawa First Nations businesses and any and all relevant legislation, policies and procedures. He/She may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.